



Office of the City Clerk

Weekly Report – for Week Ending October 30, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council (NC) Election - Staff continues to have regular working meetings with EmpowerLA and EveryOne Counts (vendor) to develop the online stakeholder registration and voting portals, and finalize the Voter Registration system requirements.

Candidate Registration and Processing System Development - Work continued on the NC candidate processing web application. Server publishing tests continue for consistency of application parameters when pushing out a new version. To date Spanish language capabilities has been added to 80% of all input screens.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	14/0
Number of Notices/Publications	0/27
Number of Contracts Attested	70
Number of Council Files Created	119
Number of Claims Received	121
Number of Referrals	39
Number of Council Meetings	3
Number of Committee Meetings	8

Neighborhood and Business Improvement Districts:

The City Council adopted the ordinance for establishing the Central Avenue Historic Business Improvement District. 78.65% of weighted ballots in favor and 21.35% opposed to establishment. We will move forward with the execution and administration of the operating agreement.

Request for Proposals for Qualified (RFQ) Consultants for Business Improvement District Formation was released on the City's Business Assistance Virtual Network (BAVN). By 6:00 a.m. on October 28th, 973 BAVN users had viewed the RFQ. The RFQ will be open for six months to May 2, 2016.

Wilshire Center BID - 957 notices, ordinances of intention, and 2016 Annual Reports were mailed out for the renewal of the Wilshire Center BID's 21st operating year. The Final Hearing and Ordinance to renew the BID will be heard in Council on December 15, 2015.

City Health Commission - A new Commission Meeting template has been created for the Novus Agenda Builder with integration to our web streaming solution, Granicus. The template was designed to work exactly the same way as the Committee Meeting agenda. Training on how to use the new agenda has been provided to internal staff and will be used to post agendas and conduct meetings. The setup for posting agendas and subscribing to agendas has been completed. All 15 Members have now been appointed by each of the Council offices.

Automated Paperless Blue-Slip (Time Off) Request Forms - After an initial testing period, the decision has been made to expand department wide the automated blue slip forms system that was developed using the same product that we use for accepting Claims Against the City via the web. Rollout is expected to continue through December. The end result is a more efficient and paperless process.

TOP ITEMS

- **City Health Commission Meetings Setup and Preparation**
- **2016 Neighborhood Council Election Preparations**
- **City Council Adopted Establishment of the Central Avenue Historic Business Improvement District**
- **Closed Captioning for Committee Meetings (ADA Compliance)**



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Committee Meetings Closed Captioning - Staff met with the Department on Disability to discuss closed captioning requirements for ADA compliance. The recommendation was to implement live captioning for Committee meetings similar to live captioning for Council meetings. Transcripts will be provided on a per request basis.

Assisting EWDD on Systems Migration - Systems staff are assisting the Economic Workforce Development Department (EWDD) on their Novell server migration to Microsoft Active Directory (AD). City Clerk has already developed the scripts and procedures for the migration that we had done previously, and in an effort to best leverage city resources, we are now sharing with EWDD. Similar assistance was provided to the CAO two years ago.

Back Scanning of Council Files - Eleven boxes containing 605 council files have been imaged and will be uploaded to the Council File Management System. Imaging will continue at a rate of approximately 10 boxes every two weeks through April of 2016.

Records Storage RFP - All protests have been answered and we have forwarded the contract to the City Council for approval.

Historical Archives Projects - Excerpts from the LAPD film were provided to an LAPD officer in conjunction with a college course the office teaches.

Historical Archives Research - The Bureau of Engineering reviewed Council Files pertaining to the designation of the Hollywood Walk of Fame as a Historical Cultural Monument in 1962.

Fiscal/AB1290/Council/General City Purposes - Staff continued working on the FY 16/17 Proposed Budget; commenced work on CAP 39; provided trust fund balances to various Council Offices; and attended Budget and Finance Committee pertaining to the First Financial Status Report. Reconciliation of several years of outstanding invoices for the special event rentals contractor was completed and meetings conducted with the elected offices. The FY 14-15 GCP Annual Expenditure Report was completed.

Personnel - Staff held 3 new employee and 2 leaving office orientations; reconciled the list of employees to take the Sexual Harassment Prevention Training; attended a webinar on “Managing the Shift from Managing to Coaching”; and continued working with LAPD, City Attorney and Council Offices to schedule the Mandatory Workplace Violence Prevention Training.

ISSUES

Server Failure at Piper Tech Center - The Piper Tech Center had an unscheduled power outage over the weekend. The disruption and power surge “fried” the election and records center server. As part of our business resumption and redundancy strategy, the system automatically switched to our backup server without interruption to business operations or loss of data. The backup server is being used as a temporary server while the hardware is being repaired.

UPCOMING . . .

City Health Commission - City Clerk will be meeting on November 5th with City staff regarding the first meeting of the City Health Commission. The first meeting is tentatively scheduled for mid-November.

Council Recess - Council will be in recess the week of November 2-6, 2015 to attend the League of Cities Annual Congress of Cities and Exposition in Nashville, TN.